

# **GIG International School**

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# 1 Message-Academic Team

***“Tell me and I forget, teach me and I may remember, involve me and I learn.”***

*- Benjamin Franklin*

GIGIS, Singapore welcomes you to join us in our journey of involved learning, where each child will be guided to steer the way to his or her own holistic development and excellence.

In today's fast paced world, where knowledge and information are developing rapidly, the primary challenge we all face is to stay relevant and to remain connected.

At GIGIS, our aim is to ensure that every member of our family is a lifelong learner, always ready and willing to take on new challenges, to open their minds to new ideas and ultimately, to independently rethink their solutions to fit the changing scenarios.

GIGIS is instituted with the motivation of making quality education affordable to all. Having trained thousands of successful teachers since 2003 as G I G Education Centre, the group started a school with an internationally recognised Enquiry - Based Pedagogy to deliver the curriculum.

We have come from humble beginnings, but our vision and goals are huge. Small class size ensures active and focused learning, giving teachers the opportunity to gain insights into each child's individual development and allowing them to customise the Teaching - Learning process to fit every child's needs. It also creates a close-knit community of teachers, students and parents where all feel comfortable to exchange ideas, provide inputs, share experiences - all while growing together.

Academic learning and cognitive development are the core of our operations at GIGIS, balanced by a range of Co-Curricular and Extracurricular activities to create an active mind in an active body. The school also believes in nurturing an environment of kindness and compassion, where every child is willing to help, ready to make a change for the better.

The academic curriculum is designed to help every child to exceed their potential by igniting the curiosity in their minds and guiding them to seek their own answers, developing new skills and sharpening existing ones along the way. The school firmly believes in motivating every child with the philosophy of “Either you Win, or you Learn. You never lose” - so while assessments would be conducted regularly, they would serve as a tool to chart the child's progress in understanding and application, not mere rote learning.

Discipline will be firm and fair, with the idea always being to encourage the child to understand and adopt the best practices for his or her own safety and wellbeing.

A time-tested curriculum backed by a modern and dynamic pedagogy, a team of highly experienced and motivated teachers, extended classrooms and digitalized learning tools, an exciting and fun place where you'll see your child grow from strength to strength. All this at an easily affordable fee and an easily accessible location in the heart of Singapore. Join us at GIGIS for this and more!

## 2 Vision, Mission and Core Values

### **Vision**

- To be the Premier International School and Professional Development Institution in Asia

### **Mission**

- Adopt innovative Teaching & Learning practices to deliver outcomes benchmarked against international standards
- Nurture competent and passionate communities with adaptive skills
- Cultivate a culture of collaboration and life-long learning

### **Values**

**Student Centric**

**Kind and Compassionate**

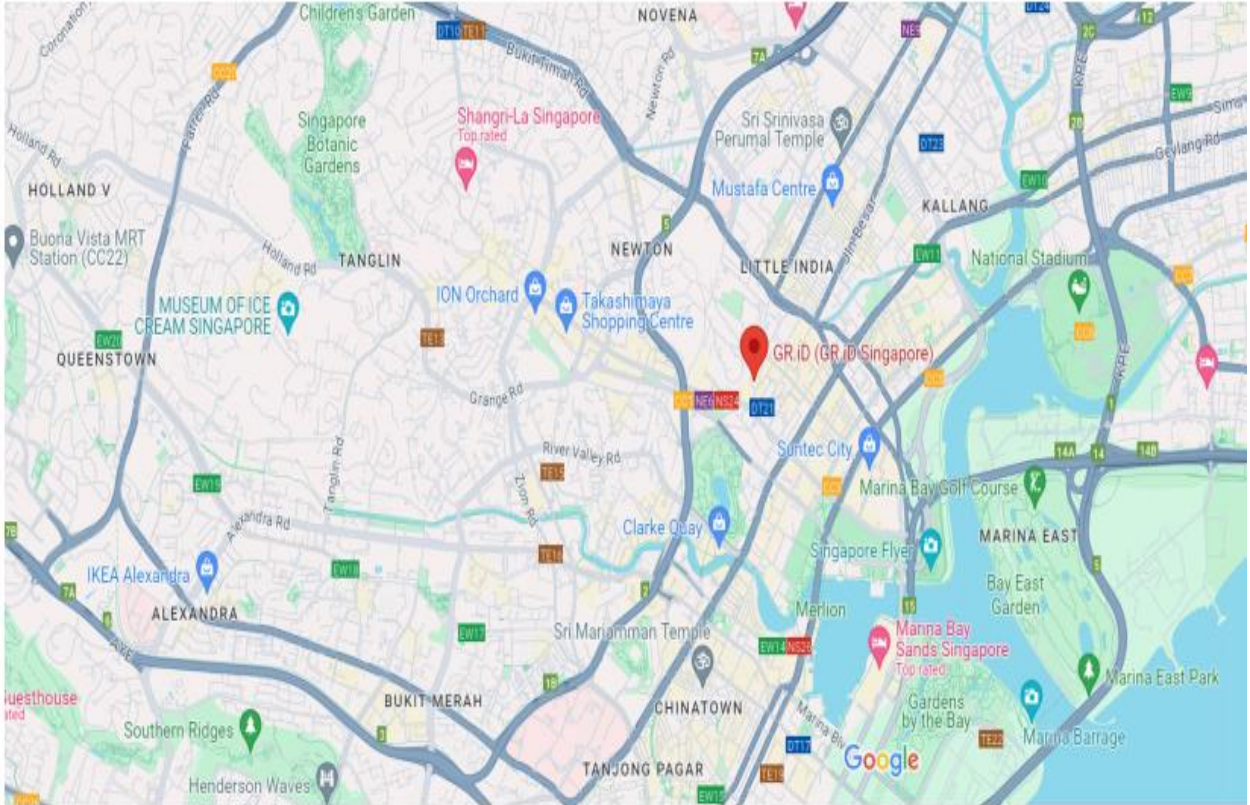
**Innovative**

**Life-long Learning**

**Leadership**

**Steadfast**

### 3 Map & Location



Address: 1 Selegie Rd, Singapore 188306

## 4 Contact Details

Particulars	Contact Person	Number	E-mail
Transport Queries	Ms Sonali	91760055	operations@gigis.edu.sg
Co-Scholastic	Ms Devi	69710827	coscholastic@gigis.edu.sg
Books & Student ID Card	Ms Sonali	69710827	operations@gigis.edu.sg
Field Trips	Ms Sonali	69710827	operations@gigis.edu.sg
Admission & Registration	Ms Niti	92999011	admissions@gigis.edu.sg
Withdrawals	Ms Niti	92999011	admissions@gigis.edu.sg
Letters/Forms ( <i>for visa student's purposes, conduct certificate, etc.</i> )	Ms Niti	92999011	info@gigis.edu.sg
Newsletters / School Magazines	Ms Rae	67424424	marcom@gigis.edu.sg
Lost & Found	Ms Sonali	91760055	operations@gigis.edu.sg
Parent Login ID intranet portal	Ms Sharada	63231200	itadmin@gigis.edu.sg
Medical Insurance Policy	Ms Niti	69710821	admissions@gigis.edu.sg
Updating Student Records	Ms. Niti	67470243	admissions@gigis.edu.sg
Student Contract	Ms. Niti	63231220	admissions@gigis.edu.sg
Finance-related matters	Ms Laxmi	69710824	accounts@gigis.edu.sg
Coordinator, Secondary	Ms Rohini	69710827	cod@gigis.edu.sg
Director ( <i>*all matters</i> )	Mr GSS Rao	69710828	director@gigis.edu.sg
Vice-Principal	Ms Parameshwari	63231220	viceprincipal@gigis.edu.sg

*\*ESCALATION MANAGEMENT PROCESS*

## 5 Spaces Allocation Detail

Sr No	Class/Function	Room No/Venue
1	Class 1A	Level 8 Classroom A2
2	Class 2A	Level 8 Classroom A3
3	Class 2B	Level 8 Classroom A4
4	Class 2C	Level 8 Classroom A5
5	Class 3A	Level 8 Classroom A6
6.	Class 3B	Level 8 Classroom A7
7	Class 4A	Level 8 Classroom B4
7	Class 4B	Level 8 Classroom B3B3
8	Class 5A	Level 8 Classroom B1B1
9	Class 5B	Level 8 Classroom C4 C4
10	Cambridge Secondary 1 A	Level 8 Classroom C2
11	Cambridge Secondary 1B	Level 8 Classroom C3
12	Cambridge Secondary 2 A	Level 8 Classroom C1
13	Cambridge Secondary 2 B	Level 8 Classroom D6
14	Cambridge Secondary 3 A	Level 8 Classroom D7
15	Cambridge Secondary 3 B	Level 8 Classroom D8
16	IGCSE Year 1A	Level 8 Classroom D9
17	IGCSE Year 2 A	Level 8 Classroom D10
18	First Aid	Level 8 Sick Bay Room C8
19	IT Room	Level 8 Classroom C7
20	Dance	Level 8 Room C5
21	Art	Level 8 Room B2
22	Music	Level 8 Room C6
23	Admin Office	Level 8 Room GO1
24	VP Room	Level 8 Room B6

## 6 Introduction to the GIGIS Approach

A child's formative years of schooling will lay the foundation for lifelong learning. During these years, children must pick up the right habits, develop concepts and imbibe skills that help them to grow throughout their lives and positively contribute to nation building.

**GIGIS offers Internationally benchmarked curriculum for Primary classes 1 to 5, Cambridge Secondary 1-3 and International General Certificate of Secondary Education (IGCSE) for IGCSE Year 1 and IGCSE Year 2.**

### **GIGIS Teachers will**

- Maximise student learning outcomes by adopting a sincere and disciplined approach to Teaching & Learning, timely reinforcement and excellent time management.
- Prepare students on expected learning outcomes set for the different levels and build skills and attitudes based on the school's core values.
- Escalate issues of concern related to students to the relevant seniors and parents, if necessary, to work together for the child's development.
- As part of the continuous learning processes, highlight any issues related to the child, to the parents in a timely and appropriate manner.
- Positively contribute to strengthening the child's academic and general performance.

### **Parents are required to**

- ✓ Check school communication channels regularly for general as well as specific information regarding your child.
- ✓ Acknowledge the information received and initiate appropriate action.
- ✓ Enquire from the child about any assigned work and ensure prompt submission.
- ✓ Regularly keep in contact with the teachers via the form tutor to contribute to the child's development and progress.
- ✓ Focus on interactive learning, help build rapport between teachers, parents and students and provide a conducive environment for learning, contributing and co-creating.

### **Our School Day Schedule**

- Regular school hours for Monday to Friday are 9.15 am to 3.40 pm.
- Parents have a responsibility when a child will be early to school before the operating hours. The school working hours are between **9:15am to 3:40pm**.



- For all walkers and students taking private transportation, the latest arrival time is only 8:50 am. In case of arrivals between 8:50 am to 9:15 am, kindly approach Level 8, Teacher In charge to hand over the child there. Later than 9:15 am please proceed to the reception and drop your child at the reception. Students should not be on the school premises after 3.45 pm unless they are authorised and are under the supervision of a teacher/coach.
- ***At no point of time parents are allowed inside the classroom to drop their wards.***
- Students' are advised to carry out any free activities during break and lunch within designated areas.
- Morning assembly will be held on assigned weekdays.
- Students are expected to reach their classrooms for the form tutor period after which they will move for the school assembly accompanied by their form tutor on the scheduled days.
- Students will get an opportunity, on class & section wise rotational basis to celebrate local & international festivals, address their schoolmates and share an insight on major current events, celebrate achievements/successes, talk on historical events and showcase their talent.

#### **Attendance**

- Attendance contributes positively in enhancing learning outcomes & consistency; therefore it is important to be in class each day. The Principal, upon receipt of a written statement from the parent or guardian explaining the reason for the absence, will excuse absences of students on a case by case basis.
- Students who reach school after 9am must sign in at the reception upon arrival and must collect an in slip from reception. Students who leave school early must sign out at the reception before leaving school on producing an out pass approved by the form tutor.
- Students who need pre-planned leave of more than two days require prior approval from the Vice-principal.
- Students taking medical leave should submit their medical certificate as well as fitness certificate, when they return to school after an illness.
- Students are advised not to come to school if unwell during their scheduled assessments.
- Students on medical leave during a final assessment will be given an average grade based on their Continual Assessments.

#### **Parent Teacher Meeting (PTM)**

- Parent Teacher Meetings are regularly arranged by the School to communicate progress of the child.
- Parents can also initiate a meeting with any teacher by appointment through an email or the student's school diary.

### Feedback and Suggestions

- The school recognises that there may be areas/processes of the school that are in need of improvement. Feedback can be given online through mails, telephone calls and meetings. However, email communication is the official communication channel.
- The highest level for any parent regarding feedback or area for improvement is the Campus CEO.

## 7 School Dress Code

- ✓ Students should comply with the school uniform throughout the time that they are on the school campus or school trips unless informed otherwise.
- ✓ Wearing make-up is not allowed.
- ✓ Colouring or gelling of hair is not allowed.
- ✓ Blue/ Black plain hoodless jackets allowed.

Boys and Girls	
Regular:	
<ul style="list-style-type: none"> <li>● Green T-shirt with navy blue collar (<i>with GIG International School logo</i>)</li> <li>● Navy blue shorts/ pants</li> <li>● White socks</li> <li>● Black shoes</li> </ul>	<ul style="list-style-type: none"> <li>● Green T-shirt with navy blue collar (<i>with GIG International School logo</i>)</li> <li>● Navy blue skirts</li> <li>● White socks</li> <li>● Black shoes</li> </ul>
<p style="color: purple; text-align: center;"><i>Effective implementation timeline will be informed</i></p> <p>House T-shirts</p>	<p style="color: purple; text-align: center;"><i>Effective implementation timeline will be informed</i></p> <p>House T-shirts</p>
<p>Must have their hair trimmed such that it does not touch the collar</p>	<p>Must braid or tie up long hair in a ponytail</p>

\*Students should wear House T-Shirts during ECA days with white socks and sports shoes.

## 8 Scholastic & Co-Scholastic Activities

A well-rounded education needs various scholastic and co-scholastic activities. Hands-on learning experiences, research, healthy competitions, collaborative projects and field trips are all part of our curriculum. In addition, prominent personalities, professionals and academicians from various walks of life are periodically invited to share their knowledge and experiences.

### Awards

- Academic Excellence
- Sports Excellence
- Performing and Fine Arts Excellence

### Second Languages

There are 3 second language options such as Hindi/ Tamil/ French at GIG from which parents choose.

Policy at GIG International School regarding changing a second language from class 3 to class 7.

**Counselling by Head of Department:** The first step involves the student and the parent being counselled by the head of the department responsible for second languages. This counselling session likely aims to understand the reasons behind the desire to change the second language and to provide information about the implications of such a change.

**Provision of syllabus and Schedule:** The school provides the student and the parent with the syllabus for the new second language in advance. This allows them to familiarize themselves with the curriculum and expectations associated with the language they are switching to.

**Aptitude Test:** As part of the transition process, the student is invited to take an aptitude test for the new second language based on the time frame discussed and agreed by both the parties. Clearing this test likely demonstrates the student's readiness and ability to succeed in the new language.

### Scholastic Support Activities

- Field trips, Overseas Service-Learning Trip, Collaborative Projects

Field trips are an integral part of their learning for all levels. These strengthen students' opportunities to learn beyond the confines of the classroom and explore new areas of learning.

- External Examinations

Students are enabled to participate in examinations conducted by eminent national and international bodies such as International Maths Olympiad, National Science Olympiad and UNSW to help them establish conventional benchmarks.

- Debates

Students are given opportunities to participate in debate programs conducted by local schools and debating championships such as the Julia Gabriel Group, among others.

- Project Exhibition

Students are assigned different topics and specific projects for each level during school holidays and they are given opportunities to exhibit their projects on various topics

- Language Week

School organises language week for all levels to improve oral/ conversational skills of students in the second language. Some of the activities conducted during language week are drama, skit and poem recitation.

- Book Week

School also organises a book week for all levels to promote reading habits. A variety of activities are planned and organised to bring book characters alive.

- House system

All the students are allocated into four Houses and weekly activities as well as competitions are organised to bring out the best in our students. These also help in building up team spirit amongst them. Points are allocated to the Houses for each activity and the cumulative results are calculated on the basis of the winner declared. However, for the lower primary, each student will get to participate in most of these competitions as we consider these to be learning ladder activities.

- Extra-curricular and Co-curricular Activities

GIG International School has specifically designed the ECA and CCA program to enrich every child's learning experience beyond academics. The school believes that ECA and CCA are a vital part of the learning environment and actively encourage all students to make the most of the opportunities provided.

### *Extra-Curricular Activities (ECA)*

Extra-Curricular activities (ECA) are activities that take place outside regular teaching, during school hours every week for three teaching periods. As such, they fall within the scope of the school curriculum.

ECA enhances different developmental needs of students such as a sense of moral values and attitudes, leadership, team building, and creative skills. Physical fitness is involved too which also acts as stress busting through play.

Through ECA, students can learn to communicate, to cooperate with other people and enrich their life experience through experiential learning. ECA includes the following activity choices of which students can choose one:

*ECA choices are as follows:*

1. Badminton
2. Basketball
3. Soccer
4. Swimming (classes 4 & above)
5. Taekwondo
6. Chess
7. Table tennis

#### *Co-curricular Activities (CCA)*

CCA's are an integral part of our students' holistic education. In CCA, students discover their interests and talents while developing values and competencies that will prepare them for a rapidly changing world. Participation in CCA fosters social integration and deepens students' sense of belonging, commitment, and sense of responsibility to school, community and nation.

CCA gives students the chance to pursue specific interests or ideas through the range of activities and clubs available in school.

CCA includes clubs and activities of interests from which students can choose one:

1. Art and Craft
2. Instrumental (Keyboard)
3. Instrumental (Ukulele)
4. Yoga
5. Dance
6. Model United Nations.
7. Speech and Drama
8. Robotics Club (for classes 3 and above only)
9. Coding Club (for classes 1 and 2 only)

GIGIS understands that any holistic education is dependent on a cooperative approach between parents and school; it is vital that parents are fully aware of and committed to the success of the school's ECA and CCA policy.

## Policy

1. The success of the GIGIS ECA and CCA program is primarily dependent on the positive disposition and good behaviour of the students. As a general rule, the school's existing discipline policy applies ECA and CCA (as stated in the Student Handbook), as the students are representative of the school at all times
2. Compliance with all instructions given by bus drivers, instructors, coaches during CCA/ECA whether the activity is held outside/inside the school.
3. A new ECA option can be chosen:
  - a. at the beginning of Class1 and continued until completion of Class2
  - b. at the beginning of Class 3 and continued until completion of Class 5
  - c. at the beginning of Cambridge sec 1 and continued until the completion of Cambridge sec 3.
4. The need for the continuation of the same ECA for longer duration is to ensure the school gradually develops School Teams in these disciplines.
5. Students can choose a new CCA every start of a new Academic Session, but January to March intake carry on with the same CCA for the next Academic Session.
6. Changes in the activity are accepted in case the parent provides a request for change within the first 2 weeks of allotment and availability of spot in the requested activity.

A request for change of ECA, CCA in between the above mentioned intervals will only be entertained when there are medical reasons involved (necessary documentation to be furnished) or under special circumstances, when the school reserves the right to make a change.

## Evaluation

The assessment of performance in ECA and CCA will be communicated to parents every semester and will be conducted by the respective coaches/instructors.

## Review Procedures of ECA and CCA Policy

The above policy will be reviewed every two years, by a team composed of the co-scholastic in charge, the coordinator, and the management representative. This review would survey the feedback of teachers, students, and parents. Analyse the ECA CCA records to examine the impact of the policy on the program at GIGIS and address any policy areas that need amendment or improvement.

- School Events

Annually, the school will conduct several cultural and sports festivals and events to provide exposure and experience to both students and parents. This brings the entire fraternity of school to one sharing platform and develops a sense of belonging for one and all.

- Intra-School and Inter-School Events

All students are encouraged to participate in all school events including Annual Day Celebration, Sports Day, Literary Week, Science Week, Day/Night Camp, Weekly House and other similar activities.

**Intra-School Events:**

In order to encourage, promote and provide a platform to showcase their individual talents, the school organises intra and inter-school competitions and events throughout the academic year. Some of them include:

- GIGIS Spell Quest: Inter-school spelling competition
- GIGIS GeniusQ: Inter-school Science9STEM) and Math based quiz competition (Math Magic)
- GIGIS Tale-Vision: Inter-school story telling competition
- GIGIS Earth Day- Inter/ Intra sustainability activities

**Assessments & Benchmarking**

Students are assessed holistically through assessments, interactive and enrichment activities as well as regular project work. We place a strong emphasis on improving students' research, inference, analytical, reading, writing, speaking and listening skills. We also encourage and provide opportunities for our students to take part in national & international benchmarking assessments.

## 9 Policy on External Competitions and Events

GIGIS encourages its students to participate in various events and competitions organised within and outside the school. The inter-house competitions within the school are governed by the School Inter-House Competitions policy. The conduct of external school events and competitions shall be governed by following guidelines:

**Inter-school competitions**

- Students shall be selected based on set criteria. Equal opportunity shall be provided to eligible students to compete and get selected for representing the school in various events/competitions.

- A consent form/mail for external competitions/events shall be sent by the Principal's/ Vice Principal's office to the parents to provide their consent for their child/children's participation in external school events. Students are to submit the consent form/mail confirmation to the person in-charge by the due date, to be included for the event.
- The school shall try its best to arrange transportation means for students for these events. However, in cases where such transport cannot be arranged, parents shall drop their child/children to the venue and pick them up at the stipulated time. Prior communication will be made on the same.
- Students may be required to stay overtime or come to school on weekends/ holidays as a part of rehearsals and preparations for inter-school events. Parents shall make appropriate arrangements for dropping and receiving their child/children on such occasions.
- All students shall abide by the student code of conduct and instructions of the accompanying form teacher/staff member while representing the school in various competitions/events.

## 10 Discipline Policy

### **Advisory: School Vice Principal**

#### Members

- Discipline Committee Members (Teachers)
- Discipline Committee Members (Student Council)

#### Statement

GIGIS Discipline Policy aims to encourage the development and maintenance of positive relationships between all members of the school community as an integral part of all aspects of school life.

#### Beliefs

At GIGIS, we believe that:

- ❖ Self-esteem is crucial to the positive development of all individuals;
- ❖ All individuals are to be valued and treated with respect;
- ❖ All individuals have rights and responsibilities with regards to their behaviour;
- ❖ Positive relationships create a safe, harmonious and cooperative working environment;



- ❖ Behaviour management is the responsibility of the entire school community.

### Aims

At GIGIS, we aim to:

- ❖ Encourage all individuals to accept and act upon their responsibilities;
- ❖ Enhance the self-esteem of all individuals through positive action; Support all individuals when required;
- ❖ Encourage and maintain positive relationships between all members of our school community;
- ❖ Ensure that the preferred behaviour management practices are meaningful and consistent throughout the committee.

### Proactive Approach

GIGIS supports a proactive rather than reactive approach to Behaviour Management by putting the following procedures in place.

#### *Preferred Behaviour Management Practices*

The objective of this policy is to achieve the stated aims by providing the procedures to ensure good practices in the areas of Prevention, Correction and Support. These three areas are cyclical and are covered by three factors – consistency, clear rules and fair treatment.

#### *Preferred Practices*

- All teachers will clarify the common rights, rules and responsibilities
- The school rights-responsibilities-rules-routine code forms the basis for all behaviour management
- The school community will actively promote, teach and support positive behaviour
- Use positive corrective practice wherever possible
- Keep the focus on primary behaviour
- Invite, model and expect respect
- Build, promote and utilise a united approach to behaviour management

**Prevention** involves building positive and avoiding negative behaviour through the understanding of rights, responsibilities and the establishment of rules and routines.

**Correction & Support** involves supporting staff, students and parents through feedback as well as repairing and rebuilding relationships. Correction involves dealing with negative behaviours by applying corrective action both immediate and deferred.

### Rights-Responsibilities-Rules-Routine

Through the development of rights and responsibilities of the members of our school community together with the establishment of whole school rules and routines there exists a consistent and clear approach to manage behaviour within the school as a whole.

**Rights:** A right is something an individual is entitled to. At GIGIS every individual has rights and is thereby entitled to:

- Feel safe at school
- Teach/learn to the best of his/her ability
- Be treated with respect
- Feel comfortable at the school

**Responsibilities:** A responsibility is something for which one is responsible – legally or morally obliged to take care of something or to carry out a duty. At GIGIS, everybody has responsibilities. The responsibilities of students, staff and parents as a part of the school community is to respect the rights of others.

**Rules:** A rule is a statement of what can, must or should be done in a certain set of circumstances. To protect the rights and to encourage responsibility, there are rules for everyone. At GIGIS, it is expected that everyone follows the rules as stated in the academic policy.

# 11 Code of Conduct

## Expected Behaviour from the Students

### Teacher Direction

- ✓ Follow teachers' instructions.
- ✓ Approach teachers to clear your doubts.

### Communication Rule

- ✓ Speak softly and politely.
- ✓ Avoid shouting in the corridors or on staircases.

#### Learning rule

- ✓ Cooperate with others.
- ✓ Work without distracting others.

#### Movement rule

- ✓ Move quietly in an orderly manner.
- ✓ Avoid running or playing in the corridors or on staircases.

#### Treatment rule

- ✓ Treat others with respect without any physical/verbal aggression.
- ✓ Show tolerance towards others.

#### Safety rules

- ✓ Follow safety rules in the school at all times.
- ✓ Hear carefully the instructions at the time of emergency.

#### Conflict rule

- ✓ Consider appropriate strategies when dealing with problems.
- ✓ Approach a teacher when faced with conflicts.

#### Property rule

- ✓ Ensure that the school property is used appropriately.
- ✓ Respect the property of others.

#### Play rule

- ✓ Play within the specified boundaries.
- ✓ Follow the instructions given by the teachers.

#### Corrective Measures

At GIGIS, we promote that behaviour is a choice, a choice made by individuals. Choosing a positive behaviour is encouraged. A logical corrective measure must be taken to avoid choosing negative behaviour. The corrective measures taken under each category of violation may be one or more of those listed. A student may be asked to fill in the Student Incident Slip at the discretion of the Vice- Principal.

#### **Late Arrival of Students**

##### *Responsibility of the student*

- Students must arrive at school before 9.15 am.

- Late arrivals, after 9:15 am must sign in the register placed at the reception. Reception will issue in slip and the same needs to be presented to the form teacher to enter the class. (*This excludes students travelling by school bus, students with a doctor's note, court documentation, amongst other similar cases - prior permission to be sought by the student from Principal*)

#### *Responsibility of the management*

Class teachers to record the reason for late coming, as stated by the student, in the student diary. The note must be signed by the parent and presented to the teacher the following day.

#### Corrective Measures

- The student will be excused for the first three times.
- The fourth time, a note will be sent to the parents by the form teacher.
- If the problem persists, parents will be called for a meeting with the Vice-Principal.
- Students dropped to school by parents after 9.15 am need to notify the arrival time and reason in the register kept at the reception office. The student will be allowed into the classroom only after this.

### **Sign-out Policy**

#### *Responsibility of the student*

Students may sign out through the reception office only if he/ she carries an authorisation letter by his/her parent/guardian and with an 'out-slip' granted by the form teacher.

#### *Responsibility of management*

Students may sign out through the reception office only if he/ she carries an authorisation letter by his/her parent/guardian and with an 'out-slip' granted by the form teacher.

The teacher may check the authenticity of the student's request by placing a call to the parents.

#### Corrective Measures

- The student will be denied permission for a sign out unless the parent or the guardian comes in person to take the child.

- The student will also be denied permission for a sign out in the absence of appropriate documents of permission and/or approval.
- In case of an unauthorised departure from school, the parent will be called for further discussion.

## **Appropriate Uniform**

### *Responsibility of the student*

- Students are expected to come to school in neat, clean and proper school uniforms and hair styles.
- Students must not wear any expensive jewellery to school.

### *Responsibility of the management*

- The form teachers will inspect the students' attire and record the defaulters.
- The form teachers will issue reminders about attire from time to time to encourage compliance.

### Corrective Measures

#### Students:

- The student will be excused for the first three times with verbal warnings
- The fourth time the student will be given a registered verbal warning
- Next time the parent will be notified and will be called for a meeting with the Principal

## **School Transport**

### *Responsibility of student*

#### Students must:

- Board and alight the bus in an orderly manner after registering with bus attendant
- Wait in the Bus Bay in an orderly manner as per the bus line
- Respect and obey the bus driver and bus staff at all times
- Playing, shouting or moving about in a running bus is strictly prohibited
- Remain seated and not project any body parts and objects outside the bus
- Speak softly and be courteous to all around in the bus
- Keep the bus and the area around the bus stop clean

- Eating or drinking in the bus is strictly prohibited
- Wear your seat belt at all times during the journey
- Board the afternoon bus within five minutes of the ringing of the bell

#### *Responsibility of the management*

The teachers will familiarise the students with the dos and don'ts of the behaviour in the school bus as well monitor arrivals and dispersals.

#### Corrective Measures

Students:

- The student will be given verbal warning the first time
- The student will receive formal counselling from school staff
- If problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

### **Academic Slackness & Misbehaviour**

#### *Responsibility of the student*

Students are expected to maintain the decorum of the classroom and be punctual in submission of assignments. *(Includes paying attention to teachers' and staff members' instructions, timely submission of assignments and assigned work)*

#### *Responsibility of the management*

The teachers will encourage neat and tidy work and ensure full guidance and support to the students.

#### Corrective Measures

Students:

- A student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- If problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

### **Disregard & Disrespect to Classmates and Teachers**

#### *Responsibility of the student*

Students are expected to maintain decorum at all times, follow the school rules and refrain from inappropriate actions and behaviour. (Harassment/ Bullying, Gender, Racial, Ethnic and or Sexual Harassment, Abuse, Physical fight, Public displays of affection)

#### *Responsibility of the management*

- The teachers will establish clear behaviour guidelines for the students.
- Regular review and establishment of rewards programme to ensure continuity.

#### Corrective Measures

Students:

##### 1. Bullying

- ✓ An incident report needs to be filed by the students involved.
- ✓ The student will receive formal counselling.
- ✓ The parent will be notified and will be called for a meeting.

##### 2. Verbal abuse

- ✓ An incident report needs to be filed by the students involved.
- ✓ The student will be given a verbal warning for a maximum of two times.
- ✓ The student will receive formal counselling.
- ✓ The student will be involved in community service within the school premises.
- ✓ Parents will be notified and/ called for a meeting.

##### 3. Use of inappropriate language

- ✓ The student will receive formal counselling the first time.
- ✓ The parent will be notified and will be called for a meeting and a warning letter will be issued. The warning letter will be recorded in the form teacher's file.
- ✓ If problem persists, the student will be suspended at the discretion of the Discipline Committee in consultation with the Vice Principal /Principal.

##### 4. Physical Fights

- ✓ The student will receive formal counselling.
- ✓ The parent will be notified and will be called for a meeting and a warning letter will be issued. The warning letter will be recorded in the form teacher's file.
- ✓ If a problem persists, the student will be suspended/expelled at the discretion of the Discipline Committee in consultation with the Vice Principal/ Principal.

## **Vandalism**

### *Responsibility of the student*

Students are expected to refrain from destruction to personal, individual or school property.

### *Responsibility of the management*

- The teacher will educate students about taking care of their own and school property.
- The teacher will assign responsibilities to students to care for the property and build a reward system to strengthen the behaviour.
- The teacher will conduct a full investigation in case of any damage.

### Corrective Measures

Students:

- The student will receive formal counselling.
- The student will be involved in community service like cleaning inside the school premises.
- Certain privileges or responsibilities will be temporarily suspended.
- The student will be fined a sum greater than the cost of repairs/replacements.

## **Academic Honesty**

### *Responsibility of the student*

- Students are expected to approach the examinations with honesty and sincerity and follow the rules and regulations.
- Students must not indulge in plagiarism.

### *Responsibility of the management*

- A talk in assembly on moral values and educating students on the consequences of cheating during the examination.
- A physical check will be conducted on the students.
- The student will be asked to keep their mobile phones (if they carry any with prior permission) on the teacher's table during the examination.



- Students will not be permitted to visit the toilet (*unless the invigilator feels it is unavoidable*).
- Surprise check will be conducted by a team of exam supervisors i.e. members of the examination committee or Principal.

### Corrective Measures

Students:

- The student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- Parents will be notified and called for a meeting with the Level Coordinator.

### **Sports Equipment**

*Responsibility of the student*

Students must avoid misuse, damage or defacement of any sports equipment.

*Responsibility of the management*

There would be a sign-in policy followed where students must fill in the issue and return register.

### Corrective Measures

- Failure to return the equipment would result in a fine for an amount more than the cost of purchase or replacement of the equipment.

### **Possession of Non-Permissible Articles**

*Responsibility of the student*

Students are expected to adhere to the following rules:

- Only personalised equipment used for CCA and ECA is allowed to be brought to school. These will be under the student's responsibility.
- Hand phones are not permitted in the school premises on any day, at any time.

*Responsibility of the management*

- The teacher will clearly state the equipment permitted in the school.

- The teacher will regularly remind the students about safe-keeping of the personal equipment.
- Form teacher will check for any equipment that is not permitted to school.

### Corrective Measures

Students:

- The equipment will be confiscated and parents will have to come to the school to collect.

## **Theft**

### *Responsibility of the student*

Students are expected not to indulge in any incident related to theft which is unacceptable to the school as is also against the laws stated by MOE, Singapore.

### *Responsibility of the management*

- A talk in assembly/class on moral values
- Reward system to encourage honesty

### Corrective Measures

Students:

- The student will receive formal counselling
- A notification will be sent to parents
- Certain privileges or responsibilities will be temporarily suspended.

## **General Rules in Assembly, Auditorium/Hall, Resource Rooms, ECA & CCA venues**

### *Responsibility of the student*

Students are expected to maintain decorum at all times in the school.

### *Responsibility of the management*

- Teachers will familiarise the students with the do's and don'ts of each activity (given in the students' school diary).
- Teachers will be present at the activity area at all times.

- Teachers will communicate the expectations of the guests and external trainers in terms of behaviour, performance and any other rules to the students.

### Corrective Measures

Students:

- The student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- Parent will be notified

### **Serious Violations**

Students are expected to comply with the school rules and Singapore laws at all times. The school will familiarise the students with the school rules and the Singapore laws. Serious violations will be referred to the principal or his/her designee. The School is obliged to report any such offences to the authorities that at the simplest level may jeopardise the entire family's permit to reside in Singapore. (*\*refer to school's Suspension & Expulsion rules*)

### **Appropriate use of School Computer and Computer Facilities**

#### *Responsibility of the student*

Network is provided for the students to facilitate sharing, innovation and communication. All facilities must be regarded as privileges, which may be withdrawn at any time.

#### Guidelines for appropriate use of computers and computer facilities

- Students are not to play games across the school network.
- Students are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- Students must not store or transmit copyrighted material on the school network.
- Students are not to adjust any computer hardware.
- Students are not permitted to add or delete software or change the settings on any computer.
- The Internet is provided to assist student's education and is used with permission.

- Students will not look for distasteful images or bad language whilst online and will report any sites containing this if they come across them accidentally.
- Students must understand that they can only access sites relevant to educational work in school and they are not permitted to access social networking sites or visit sites not related to his/her curriculum.
- Students must not attempt to deliberately hack into the School network. Any electronic communication sent or received via School network can be monitored at any time without warning.

#### *Responsibility of the management*

The school will familiarise the students with the school rules and acceptable use policy. Any behaviour that interferes with the primary objectives will be considered as infringement of the school policy.

#### Corrective Measures

Students:

- The student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- Parents will be notified. A warning card will be issued.
- Action will be taken at the discretion of the Principal/ Discipline committee depending upon the severity of the offence.

#### **Other Discipline Issues**

#### *Responsibility of the student*

Students are expected to comply with the school rules at all times in the school. Students must refrain from:

- Going to unauthorised areas
- Missing class(es).
- Indulging in frequent absenteeism from classes.
- Being present in school beyond school hours without teacher's permission/ supervision.

#### Corrective Measures

Students:

- The student will receive formal counselling

- Parents will be notified

### **Unacceptable Behaviour**

At any time, no student (or parent of a student, where applicable) of GIGIS shall indulge in any of the following activities:

1. Physical or verbal assault on a fellow student or teacher or any member of the staff;
2. Use of abusive language, quarrelsome and riotous behaviour;
3. Acting in a manner that is or may be detrimental to the reputation, dignity, interest, or welfare of the school;
4. Contravention of the rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the school;
5. An offence involving or resulting in criminal activity;
6. Theft, fraud or misapplication in connection with school funds or property of any kind;
7. Mutilation/destruction of school records and property; or the property of another student, or employee of the school;
8. Falsification or misuse of school documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
9. Fraud, dishonesty, any act of bad faith, or impersonation of others, within or outside the school, in connection with the student's academic attainments or financial awards, the student's admission to the school, or otherwise in connection with the school;
10. Contravention of conditions stipulated or undertakings made by the student in connection with admission to the school;
11. Disrespectful behaviour, rumour mongering, character assassination, defamation of, assault or battery against any employee or student of the school;
12. Sexual, racial, or any other kind of harassment of any employee or student of the School;
13. Maliciously and without reasonable cause, laying a complaint against any employee or student of GIGIS;
14. Ragging, which term shall, without prejudice to the generality of the term, include conduct intended
  - 14.1. To humiliate another student or hold such other student up to ridicule; or
  - 14.2. To interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities;

15. Bullying - as the repeated behaviour of a student, an individual student within a group of students or group of students that intends to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, disgraced, ostracised, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social / relational and/or cyber bullying;
16. Plagiarising, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;
17. Indulging in or encouraging any form of malpractice connected with examination or other school activities;
18. Disruption or improper interference with:
  - 18.1. The academic activities or administration of the school; or
  - 18.2. The performance of duties by any employee of the school;
  - 18.3. Indulging in any sort of agitation to coerce or embarrass the school authorities;
19. Failing to comply with any disciplinary sanction or other requirement imposed on such student;
20. Habitual late coming and frequent absenteeism;
21. Insubordination and defiance of lawful order;
22. Telling lies about students, teachers, parents or about any matters pertaining to the school;
23. Possessing and/or using liquor, narcotics or cigarettes on the school premises;
24. Possessing and/or using of weapons, explosives, and other objectionable materials; within school premises;
25. Divulging confidential matters relating to school;
26. Propagating or indulging in communal or sectarian activity;
27. Discouraging the public in seeking admissions or encouraging them in withdrawing admissions from the school or any other school being run by the management;
28. Misleading or cheating the school, by way of submitting false or fake documents/certificates or intentionally makes misleading statements to the school;
29. Defaming the school or the school management or the persons associated with the school in public or discloses incorrect information about the school so as to bring ill repute to the school or its management committee or its present Employees or the institution as a whole;

30. Adding or attempting to add harmful foreign substances to food or beverages, including spitting into food or beverages or spitting on food trays;
31. Entering GIGIS property when previously prohibited or remaining on school grounds after receiving a request to depart will be considered as a violation of school's code of conduct;
32. Falsifying signatures or data on official records. Refusal to give correct identification or giving false identification when requested to do so by a staff member;
33. Distributing literatures of inflammatory, libellous or slanderous material within or near school property;
34. Leaving school buildings or grounds during school hours without proper clearance;
35. Running and / or making excessive noise in the hall or building, Loitering, or occupying an unauthorised area in the school or on the school ground;
36. Carrying mobile phones to school;
37. Convicted by a court of law for criminal penalty.

Breach of any of the above Unacceptable Behaviour by a student may lead to exercise of discipline powers by the School under the Suspension and Expulsion Policy.

## 12 Policy on Vandalism

### Defining Vandalism

Any act involving wilful, deliberate or malicious damage, destruction and demolition in any manner to any property associated with the school, which includes tangible, intangible, intellectual property and any property of students, school teachers, staff members and anybody concerned with the school is termed as vandalism.

Specific examples include glass breakage, any kind of destruction to the school premises, destruction to property like chairs and desks, garbage bins, electrical and electronic equipment, plants, windows, etc. It also involves graffiti on walls, chairs and/or tables, windows etc. Vandalism is strictly against the school rules and regulations and the applicable Government laws.

### *Responsibility of student*

Students shall at all times, refrain from indulging in destruction of personal, school and other people's property. Any act of vandalism observed and/or noticed by a student must be immediately reported to school authorities.

The teacher will educate students about taking care of own and school property. The teacher will assign responsibilities to students to care of the property and build a reward system to strengthen positive behaviour. The teacher will conduct a full investigation in case of any damage, loss and act of vandalism.

When a student is found guilty of committing vandalism, corrective action will be taken against the student. Depending upon the severity of vandalism and frequency of the violation, and at the discretion of the Principal in consultation with the Director and/ or School management, the case of vandalism may be handed over to the police.

### Corrective Measures

The following one or more corrective measures will be taken to reinforce positive behaviour. The student will be asked to complete the Student Incident Slip, at the discretion of the Principal.

#### Students

- The student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- The student will be fined for an amount more than the cost of repair or replacement of the property damaged.
- The School reserves the right to take any action under the Suspension and Expulsion Policy, in case a student is found to be in violation of this Policy.

## 13 Assessment and Examination Guidelines

The scope of assessment at GIGIS extends to almost all areas of the student's development. It includes both scholastic and co-scholastic areas, and is comprehensive in nature.

Assessment is continuous and reveals the strengths and areas of improvement of the students frequently, so that the learners have a better opportunity to understand and improve themselves. It also provides feedback to the teachers for improvement /enhancement of their teaching strategies according to individual student needs.

In view of getting a complete picture of the child's learning, assessment focuses on the learner's ability to:

- Learn and acquire desired skills related to different subject areas.
- Acquire a level of achievement in different subject areas in the requisite measure.
- Develop individual skills, interests, attitudes and motivation.



- Monitor the improvements and progress in a child's learning and behaviour over a period of time.
- Respond to different situations and opportunities both in and out of school.
- Apply what is learnt in a variety of environments, circumstances and situations.
- Work independently, collaboratively and harmoniously.
- Analyse and evaluate.
- Be aware of social and environmental issues.
- Participate in social and environmental projects.
- Retain what is learned over a period of time.

The assessments are done with the purpose to achieve the following objectives:

- To help develop cognitive, psychomotor and effective skills.
- To lay emphasis on thought process and de-emphasis on memorisation.
- To make evaluation an integral part of teaching-learning process.
- To use evaluation for improvement of students' achievement and teaching-learning strategies on the basis of regular diagnosis followed by remedial instructions.
- To use evaluation as a quality control device to maintain desired standard of performance.
- To determine social utility, desirability or effectiveness of a programme and take appropriate decisions about the learner, the process of learning and the learning environment.
- To make the process of teaching and learning a learner-centred activity.

Assessments are done on a regular basis through journals, written work, portfolios, project work, classroom interactions, peer and /or self-assessments, tests along with many other learning tasks. There are two summative assessments at the end of each of the two semesters.

## 14 Assessment Appeal Policy

The assessment policy is relevant to test/assessments and semester exams for:  
**Classes 1 to IGCSE Year 2.**

All answer scripts for assessments are given to students. Students may appeal for a re-evaluation/correction within two (2) working days on receiving the answer

scripts/date of handing of evaluated answer scripts as communicated in assessment schedule from time to time.

# 15 Promotion Policy

## Primary Level

### Scholastic

Primary classes students are not retained as per school policy. However, if a student is found struggling with the curriculum and does not show any improvement it is advisable to call the parent and counsel them about their child’s performance. The sole objective of the first counselling session, which should take place after the first semester, is to give the student an opportunity to work hard and improve his/her grades in subsequent assessments.

After regular monitoring of the performance of such children, counselling should be repeated in February for those cases still not shown improvement. In case the child scores below D in more than half of the subjects in SA2/FA4, it is indicative of the fact that the child will not be able to cope with the curriculum of the next class. Parents are expected to make a written request to the school to retain the child in the same class.

### Scholastic:

Marks Range	Grade Descriptor	Grade Point
81 – 100	A	5
61 – 80	B	4
41 – 60	C	3
33 – 40	D	2
Below 32	E	1

Co-Scholastic

The grades obtained in different co-scholastic subjects will be converted into grade points by using the 3 point scale. Please visit [www.gigis.edu.sg](http://www.gigis.edu.sg) for a comprehensive overview of the grades.

Marks	Grade	Description
>81	A	Proficient
51-81	B	Developing
<51	C	Emerging

**Secondary Level**

Scholastic

The School will assess the students in the **Cambridge Secondary** on a 6 point scale:

Score Range (%)	Grade	Scale of Achievement
86-100	A1	6
71-85	A	5
56-70	B	4
41-55	C	3
40	D	2
0-39	E	1

Scholastic

The School will assess the students in the **IGCSE Year 1 and 2** on a 8 point scale:

Score Range	GRADE	Scale Of Achievement
91-100	A1	8
81-90	A2	7
71-80	B1	6
61-70	B2	5
51-60	C1	4
41-50	C2	3
33-40	D	2
32 & Below	E	1

The weightage for the terms 1 and 2 for **classes 1 and 2** will be as follows:

Term 1			Term 2			Consolidated
FA1	FA2	100%	FA3	FA4	100%	Term 1+Term 2= 50%+50%
50%	50%		50%	50%		

- **FA**s constitute **CCEs**( *Short tests, Quizzes, projects, concept tests etc*)

The weightage for the terms 1 and 2 for **classes 3-5** onwards will be as follows:

Term 1			Term 2			Consolidated
FA1 + FA2	SA 1	100%	FA3 + FA4	SA 2	100%	Total
30%+30%	40%		30%+30%	40%		Term 1+Term 2= 50%+50%

- **FA**s & **SA**s constitute **CCEs** ( *Short tests, Quizzes, projects, concept tests etc*)
- **FA2** and **FA4** are **non-paper based assessments**

\*Total weightage of Formative is 60% for a term of an academic session and Summative is 40%. The final weightage for Primary aggregate will be calculated at 50% of Term I and 50% of Term II.

The weightage for the terms 1 and 2 for Cambridge Secondary 1 to IGCSE Year 2 onwards will be as follows:

Term 1			Term 2			Consolidated
FA1 + FA2	SA 1	100%	FA3 + FA4	SA 2	100%	Total
20%+20%	60%		20%+20%	60%		Term 1+Term 2= 50%+50%

- **FA's & SA's constitute CCEs( Short tests, Quizzes, projets, concept tests etc)**
- **FA2 and FA4 are non paper based assessments**

\*Total weightage of Formative is 40% for a term of an academic session and Summative is 60%. The final weightage for Secondary aggregate will be calculated at 50% of Term I and 50% of Term II.

Students must obtain a final average of 40% in each subject to be promoted to the next Class.

Students must have an attendance of 80% for non-student pass holders and 95% for student pass holders.

In case a student scores 40% in aggregate in final and 35% in two subjects, they will be promoted in the 'conditional promotion' category, provided the student will retake the papers within 10 days after the publishing of results and score 40% in each of the subjects in the re-test.

An undertaking will be given by the parents in case the student gets ungraded in any subject in SA1, to appear for SA2 examination.

**Exemption:** Exemption from an assessment may also be applicable under certain circumstances other than medical sickness, depending on the policies of the educational institution or the governing body. Some common reasons for exemption might include:

**Family Emergency:** If a student experiences a family emergency, such as a death in the family or a serious illness of a close relative, they may be eligible for an exemption from the assessment. An email stating the reason must be sent to the school authority for an approval. Certain cases documentation, such as a death certificate or a doctor's note, may be required to support the exemption request.

**Official School Activities:** If a student is participating in an official school event or activity that conflicts with the assessment schedule, they may be exempt from the assessment. This could include academic competitions, athletic events, or other school-sponsored activities.

**Unforeseen Circumstances:** In some cases, unforeseen circumstances beyond the student's control may warrant an exemption from the assessment. This could include sudden illness (other than medical sickness requiring a medical certificate)

### **Assessment for Classes 1-2**

Term 1: FA1, FA2 (Cambridge Assessment International Education) pattern

Term 2: FA3, FA4 as per CAIE pattern

### **Assessment for Classes 3-5**

Term 1: FA1, FA2(Non-Paper based) and SA-1 exam as per CAIE (Cambridge Assessment International Education) pattern.

Term 2: FA3, FA4 (Non Paper based) SA 2 as per CAIE pattern

### **Assessment for Cambridge Secondary 1-3**

Term 1: CT1, FA1, FA2(non-Paper based) and SA-1 exam as per CAIE (Cambridge Assessment International Education) pattern.

Term 2: CT2, FA3, FA4 (Non Paper based) SA 2 as per CAIE pattern

\*CTs are considered for CCE

No. of Cyclic tests: 2 Marks: 25 marks each  
Duration for CT: 45 minutes

### **Assessment for IGCSE Year 1 and Year 2**

#### **Assessments for IGCSE Year 1**

Term 1: CT1, FA1, FA2(non-paper based) and SA-1 exam as per CAIE (Cambridge Assessment International Education) pattern

Term 2: CT2, FA3, FA4 (Non Paper based) SA 2 as per CAIE pattern

\*CTs are considered for CCE

#### **Assessments for IGCSE Year 2**

Term 1: CT1, FA1, FA2(Non-Paper based) and SA-1 exam as per CAIE pattern

Term 2: CT2, FA 3, FA 4 (PB1) and SA 2(PB2) as per CAIE pattern

Term 1 & 2 (IGCSE Year 1)

No. of Cyclic tests: 2 Marks: 25 marks each (40 marks - sciences)

Duration for CT: 45 minutes

SA-1 exam: 1

SA-1 exam marks: 100 (%)

Duration for Sem-1 Exam: As per boards

Term 1 (IGCSE Year 2)

No. of Cyclic tests: 2 Marks: 25 marks each (40 marks - sciences)

Duration for CT: 45 minutes

SA-1 exam: 1

SA-1 exam marks: 100 (%)

Duration for SA-1 Exam: As per boards

### **Term 2 (IGCSE Year 1)**

No. of Cyclic tests: 1

Marks: 25 marks each (40 marks - sciences)

Duration for CT: 45 minutes

SA 2 exam: 1

SA2 exam marks: 100 (%)

Duration for Sem 2 Exam: As per boards

### **Term 2 (IGCSE Year 2)**

No. of Cyclic tests: 1

Marks: 25 marks each (40 marks - sciences)

Duration for CT: 45 minutes

Pre-Board 1: As per boards

Pre-Board 2: As per boards

### **Co-Scholastic**

The grades obtained in different co-scholastic subjects will be converted into grade points by using the 3-point scale.

Marks	Grade	Description
>81	A	Proficient
51-81	B	Developing
<51	C	Emerging

**For IGCSE year 1, in GIG, we offer the following subjects:**

First Language English

Hindi As a Second Language/ Foreign Language French/ Cambridge O level Tamil

Economics

Business Studies

Physics

Chemistry

Biology

Extended Mathematics(9IG&10IG) / Extended Maths(9IG) with Additional Mathematics(10IG)

## 16 Academic Excellence-GIG Awards:

Award Categories: The GIG Awards comprise two categories:

**Subject Proficiency and General Proficiency.**

**Eligibility:** Students from classes 3 upwards are eligible for consideration for the GIG Awards.

**Subject Proficiency:** To qualify for the Subject Proficiency award, students must demonstrate exceptional proficiency in individual subjects based on their academic performance throughout the academic year. This evaluation solely considers written assessments and excludes Continuous and Comprehensive Evaluation (CCE) components.

**General Proficiency:** The General Proficiency award recognizes overall academic excellence. Students must exhibit outstanding performance across all subjects.

**Exclusion:** Students who are absent or exempted from assessments are not entitled to the General Proficiency award. However, if a student is present for other subjects would still qualify for Subject Proficiency but not for General Proficiency.



**Mid-Year Joiners:** Students who join the school mid-year are not eligible for the GIG Awards. Eligibility is based on academic performance across the entire academic year.

**Selection Criteria:** The selection process for GIG Awards is purely based on academic performance, emphasizing consistent excellence throughout the academic year.

## 17 Student Attendance Policy

### Student Attendance Requirement Guidelines

- The school encourages all its students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below:
- All students up to IGCSE Year 2 should have a minimum attendance of 75% per term, failing to do so may affect promotion to next class/level (*\*considerations are at the discretion of the Vice Principal, only in special cases*).

### Guidelines regarding communication of leave of absence for the student

- A leave request for the ward(s) giving details of reasons and the specific dates for which leave is sought, should be made by the parent to the class teacher over e-mail or by sending a handwritten letter. If the duration of leave exceeds two (2) days, the parent is required to email the School Principal.
- Diary notes for absence will be considered as the official medium of communication.
- Phone calls will not be accepted for leave requests.
- Unauthorised leave/ Exempted leave could affect student's award chances in both Scholastic & Co-scholastic areas.

## 18 Student Suspension & Expulsion Policy

### Suspension from School-Policy

Suspension is the temporary removal of a child from the school for violation of GIGIS policies and or rules. It is a warning sign of unacceptable behaviour that needs to be addressed

immediately. Suspension must be taken seriously and here's what parents and students need to know:

Suspension is a serious disciplinary action in which a student is removed from the regular classroom for a day or longer. Only the Principal has the authority to suspend a student. When an incident report is raised by a teacher / staff to the Discipline Committee, it is brought to the notice of the Principal.

### **Reasons for Suspension**

The reasons include (but are not limited to) the following acts by a student whether during the School working hours or after and whether inside the school premises or outside. Please note that any breach listed in the 'GIGIS Code of Conduct' may also be deemed as a reason for suspension: (*Please refer to the GIGIS Code of Conduct*)

1. Physical assault on peers, teachers, staff;
2. Possession of weapons, drugs, alcohol, cigarettes and /or any articles prohibited by the Academy or law;
3. Smoking;
4. Use of drugs or alcohol;
5. Vandalism including graffiti;
6. Public display of affection in campus or when in school uniform;
7. Theft;
8. Defiance or disregard to teachers;
9. Threats and/or use of words like kill, bomb and others that connote a threat'
10. Use of abusive language;
11. Sexual harassment;
12. Cyber-crime like hacking or misuse of social media websites;
13. Rioting;
14. Misbehaviour;
15. Bullying;
16. Ragging;
17. Harassments of all sorts;

18. Breach of School Code of Conduct and/or guidelines for students issued by the School from time-to-time;
19. The student or his/her parent is convicted for an offence involving honour, honesty or public morals and order;
20. Discouraging the public in seeking admissions or encouraging them in withdrawing admissions from the school;
21. Defaming the School or its teachers or management in public or carrying out unlawful activity against the school or its teachers or disclosing incorrect information about the School so as to bring ill-repute to the School or its teachers or its present employees or the institution as a whole;
22. The student or parent is discovered to have misled or cheated the School by way of submitting false or fake documents/certificates or made incorrect statements to the School;
23. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity;
24. Any other act or behaviour of a student and/or his/her parent which in the opinion of the Principal is likely to have an adverse effect on the reputation and/or goodwill of the School or the School Management;

### **Types of suspension**

#### **1. Suspension within School (SWS)**

SWS is usually for less serious acts. The decision taken is based on the nature, frequency of occurrence and severity of the act. Students serve the suspension in a special classroom, supervised by school staff. They are denied participation in any school activities. The School will provide the student with suitable work to do which will be marked by a teacher.

#### **2. Suspension Out-Of-School (SOS)**

A student is not allowed on the campus during the suspension with the only exception of scheduled meetings with school officials. Suspension is for a given period of time. Out-of-School suspension can lead to expulsion depending on severity of the act and/or at the discretion of the Principal.

Procedure for SOS:

- Once an incident report is considered for out-of-School suspension the following steps are taken:
  - a. Case of indiscipline reported to the Discipline Committee
  - b. The Principal calls for a meeting with the Discipline Committee

- Issue of letter of suspension. The letter of suspension from the Principal's desk will clearly state the period and reason for the suspension
- Conference with the parent(s)
  - a. Parents will be provided with first-hand accounts of the student's violation of the code of conduct, reasons for suspension, details of the incident including statements made by school staff, the expected duration of the suspension and recommendations for helping the student.
  - b. The School counsellor to be present in the meeting.
  - c. The student concerned to be present at the meeting.
  - d. An opportunity to the student concerned to be provided for a hearing attended by the Principal and members of the Discipline Committee.
  - e. An initial suspension may be for a period up to five days. With the approval of the Director and the Management of the School, the Principal may extend the suspension at his / her discretion.

### **Expulsion from School-Policy**

Expulsion is permanent removal of a student from the School for violation of school policies and or code of conduct. Expulsion generally follows, but is not limited to, SOS. The school expels a student as a last resort after trying to improve the student's behaviour through other means. However, notwithstanding the aforesaid, the school may in case of exceptional circumstances decide / take action to expel a student for a 'one-off' act.

The decision to expel a student can only be taken by the Principal in consultation with the Discipline Committee and with the approval of the Director and/or the Management of the School.

#### **Why expulsion?**

Expulsion may be (but not necessarily) a last resort in case of serious act and/or a consequence of (but not limited to) the following acts by a student whether during the school hours or after and whether inside the school premises or outside:

1. Suspension;
2. Breach of GIGIS Code of Conduct; (*Please refer to the GIGIS Code of Conduct*)
3. Carrying weapons or firearms to school;
4. Making a bomb threat to school, peers, teachers or community or nation;
5. Deathly physical assaults;
6. Use of abusive language, sexual harassment;

7. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity;
8. Possession of drugs or drug trafficking;
9. Any of the acts mentioned in point 2 above (Reasons of Suspension) if in the opinion of the Principal or the Discipline Committee, expulsion is the appropriate action in such a case;
10. Any other act or behaviour which in the opinion of the Principal and/or the Discipline Committee is of a serious nature;

### **Procedure for Expulsion**

1. Case of indiscipline reported to discipline committee;
2. The Principal calls for a meeting with the Discipline Committee;
3. Approval of decision by Director and/or the School Management;
4. Expulsion letter is issued. The expulsion letter from the Vice Principal's desk will clearly state the reasons for the expulsion;
5. Conference with the parent(s);
  - a. Parents to be provided with first-hand accounts of the student's violation of the code of conduct, details of incident including statements made by the School staff.
  - b. The School counsellor/ school discipline committee to be present in the meeting.
  - c. The student was concerned to be present at the meeting.
  - d. Principal provides the student and the parent / guardian an opportunity to appear in person before the School Management to challenge the reasons for the intended expulsion. The School Management shall take the final decision regarding the expulsion of the student after hearing the contentions (if any) put forth by the latter or his / her parent / guardian.
  - e. A written record of the meeting is maintained and the student's future education is a part of the discussion.
  - f. Once expelled from the school, the student is not permitted to enter school premises, participate in extracurricular activities, or attend school-sponsored events.

# 19 List of Holidays for 2024-2025

**Public Holidays / School Holidays 2024-2025**

Date	Day	Holiday
10 April	Wednesday	Hari Raya Puasa
1st May	Wednesday	Labour Day
22nd May	Wednesday	Vesak Day
17th June	Monday	Hari Raya Haji
9th August	Friday	National Day
7th October	Monday	Intl Childrens' Day
31st October-1st November	Thursday-Friday	Deepavali
25th December	Wednesday	Christmas
1st January	Wednesday	New Year's day
29th January to 30th January	Wednesday-Thursday	Chinese New Year
31st March	Monday	HariRaya Puasa

**Breaks for Students : April 2024 - March 2025 Reopens 3rd April 2025**

Dates (*Both Days Inclusive)	Breaks for Students	Number of days	Remarks
June 3rd, 2024- July, 2nd 2024	Summer break ( School reopens on 3rd July, 2024	22	Excluding Sat &Sun
23rd Sept- 27th Sept, 2024	Break After Semester 1 (School reopens on 30/09/2024)	5	Excluding Sat &Sun
09th Dec-07th Jan, 2025	Winter Break (School reopens on 08/01/2025)	22	Excluding Sat &Sun
24th March- 2nd April, 2025	Break After Semester 2 (School reopens on 03/04/2025)	8	Excluding Sat &Sun

## **Circumstances of Withdrawal**

### Withdrawal Due to Non-Delivery of Course

GIGIS will notify the student within three (3) working days upon the knowledge of any of the following:

- It does not commence the Course on the Course Commencement Date;
- It terminates the Course before the Course Commencement Date;
- It does not complete the Course by the Course Completion Date;
- It terminates the Course before the Course Completion Date;
- It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

GIGIS will provide the Student with alternative course arrangement within seven (7) working days of notifying the Student in writing of the above circumstances that will allow the Student to make a timely and appropriate decision on the alternative arrangements.

### Withdrawal due to other reasons

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the standard student contract version 3.1, request for withdrawal must reach the school office at least 2 months before the effective date of withdrawal through official withdrawal form given in the School office.

### Withdrawal during cooling off period

If the Student submits the notice of withdrawal to the School within the cooling-off period of seven (7) days after signing of the contract by both the parties, GIGIS will process the withdrawal within seven (7) working days if the application is through the official withdrawal form with all necessary details.

### Withdrawal Procedure

- All requests for TC or withdrawal must reach the office at least 2 months before the effective date of withdrawal by filling in the form provided by school in its office, failing which two months' fees will be remitted to the school.

- The notice of withdrawal is not deemed to be given until written confirmation has been received, and acknowledged by the admission office staff.
- Withdrawal formalities will be completed by the school only upon fulfilment of conditions that include the return of school property and any payment of dues.
- Upon withdrawal, the school will issue a Transfer Certificate to the student and it serves as a formal intimation that the student has officially withdrawn from school.
- Withdrawal notice given by the parent/student can be cancelled before the end of two months or before collection of TC.
- If the student is below 18 years of age, the parent or guardian's approval for the withdrawal will be required.
- For withdrawals, the service target is to complete the process (including assessing and replying to student's request, change of status of student's pass, refund made) within 7 working days.
- Prospective students/ parents of students are briefed on the withdrawal policy during pre-course counselling and are deemed to have read this Student Handbook before the course starts.
- The pre-counselling checklist requires that students/ parents of students acknowledge that the withdrawal policy, and the implications of a withdrawal have been explained to them.

## 20 Withdrawal Form



**WITHDRAWAL REQUEST FORM**

Name of Student (as in NRIC)	
Student no. (if applicable)	
Date of Birth	
Course Title	
Date of Commencement	
Present class & section	
Contact Number	
E-Mail Address	

I wish to inform withdrawal of son/ daughter/Self \_\_\_\_\_  
 from course title mentioned above. I understand the school's withdrawal policy which is on the school's  
 handbook. Effective date of withdrawal: \_\_\_\_\_  
 (if this is unfilled, the effective date of withdrawal will be the date this form is received by the school)  
 By completing and signing this withdrawal form, I choose to withdraw from GIG International School Pte  
 Ltd with effect from \_\_\_\_\_ (date). I have duly understood the conditions of  
 withdrawing from any courses/module/Programme based on the Terms & Conditions provided in the  
 registration form/handbook.

- Note:**
1. Withdrawal results in termination of student contract and student is no longer a student of this school.
  2. A transfer to another school is also regarded as a withdrawal from the course of study from GIGIS.

\_\_\_\_\_  
 SIGNED by the Student

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 SIGNED by the Student's parent or legal  
 guardian (if the student is under eighteen (18)  
 years of age)

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Name of Parent or Legal Guardian

\_\_\_\_\_  
 NRIC / Passport No

**FOR OFFICE USE**

Remarks by Admission Executive
<hr style="width: 50%; margin: 0 auto;"/> Signature of Admissions Officer & Date
Calculation of Refund
<hr style="width: 50%; margin: 0 auto;"/> Signature of Finance Staff & Date
Remarks by Principal/Director
<hr style="width: 50%; margin: 0 auto;"/> Signature of Principal /Director & date

	Done by:	Date:
<input type="checkbox"/> Issuance of a letter/Transfer certificate to student effecting the withdrawal		
<input type="checkbox"/> Issuance of refund, if any, to the student (if applicable)		
<input type="checkbox"/> Cancellation of the student pass (if applicable)		
<input type="checkbox"/> Informing the FPS provider (if applicable)		
<input type="checkbox"/> Service standard met? The school sets a service standard of 4 weeks or less for assessing and completing withdrawal processes.		
	YES/NO Principal	

# 21 Refund Policy

Refund is given under the following conditions.

### Refund for Withdrawal Due to Non-Delivery of Course

GIGIS will notify Student within three (3) working days upon knowledge of any of the following:

- It does not commence the Course on the Course Commencement Date;
- It terminates the Course before the Course Commencement Date;
- It does not complete the Course by the Course Completion Date;
- It terminates the Course before the Course Completion Date;
- It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within a stipulated timeline set by CPE; or
- The Student’s Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student will be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fee and Miscellaneous Fee already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

### Refund for Withdrawal Due to Other Reasons

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the Standard Student Contract version 3.1, GIGIS will, within seven (7) working days of receiving the Student’s written notice of withdrawal, refund to the Student an amount based on the table in Schedule D of the contract. The said Schedule D reads as follows:

% of [the amount of fees paid under Schedules B and C]	If Student’s written notice of withdrawal is received:
75%	more than [30] days before the Course Commencement Date
50%	before, but not more than [7] days before the Course Commencement Date
0%	after, but not more than [7] days after the Course Commencement Date
0%	more than [7] days after the Course Commencement Date

### Refund During Cooling-Off Period

GIGIS will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the school within the cooling-off period, regardless of whether the Student has started the course or not.

#### Non-Refundable Fees

The following are non-refundable:

- a. In circumstance where GIGIS has decided not to commence a course, the registration fee will be refunded within seven (7) working days after the student is notified, unless the student takes up alternative study arrangements with the school.
- b. Miscellaneous Fees paid to the school. However, a refund will be made for 'Withdrawal Due to Non-Delivery of Course'.
- c. Third party's charges e.g. Bank charge, ICA Student Pass application fee and Issuing Fee.
- d. No refund of any fee if the student has committed an offence and is expelled by the school after due process of investigation by a Disciplinary Committee set up by the Principal.

The time taken by the School to process refund requests shall not be more than 7 working days. Prospective students/ parents of students are briefed on the Refund Policy during pre-course counselling and later again during the orientation program. Full details of the policy are also available on the school web site and student contract.

#### Refund Procedure

The school's refund procedure covers the following commonly occurring situations:

- a. School's non-performance
- b. ICA not approving the student pass
- c. Student changes his mind during the 7-day cooling off period
- d. Student's withdrawal

The procedure for student-initiated refund (due to Student's withdrawal / change of mind during 7-day cooling period, etc.) is as follows:

- a. The student gives a written letter to the school requesting a refund with reasons stated.

- b. The school will process the letter with management.
- c. The school will look into the student's eligibility for a refund. The amount of refund will be calculated and then the parent/student is shown the breakdown of the refund. The parent/student then signs an acknowledgement form.
- d. The school refunds the money through bank transfer to students.

The procedure for a school-initiated refund (due to the school not performing) is as follows:

- a. When the school decides not to run the course.
- b. Upon receipt of written confirmation that the course will not run or that the student pass application has not been successful, the Admin Office calculates the amount of refund due to the students and obtains approval from the Secretary to give the refund.
- c. The School Office refunds the money through bank transfer to parents/students within 7 working days.

The Admission Office ensures that the time taken to process the refund meets CPE requirements and does not exceed 7 working days.

The school has its refund records in hard copy. There is a payment voucher for the exact amount paid to the student, with a breakdown attached.

## 22 Late Payment Policy

For all fees payable, GIGIS permits a maximum of 3 days' delay from the scheduled due date as stated in the Standard Student Contract. Thereafter, a Late Fee will be charged.

If late payment is received within 7 days after the due date, Late Fee chargeable is \$50.

After 7 days from the scheduled date of payment, an additional \$50 per week is chargeable.

## 23 Feedback/ Complaints & Dispute Resolution Policy

For the purposes of seeking timely and fair resolution of feedback/ complaints & disputes related to all matters of GIGIS, the school will adhere to the following procedures and timelines.

Stage	Procedure	Level/Email ID	Resolution Time
1	Student brings feedback/ complaints & dispute ( <i>written form</i> ) to the notice of Form Teacher / Admissions Executive to seek resolution	admissions@gigis.edu.sg	48 hours
2	Escalation of matter to vice principal	viceprincipal@gigis.edu.sg	48 hours
3	Escalation of matter to Principal/Director	director@gigis.edu.sg	48 hours
4	Escalation to CPE	www.cpe.gov.sg/student-services/dispute-resolution	Mediation-Arbitration Scheme

## 24 Council for Private Education

In December 2009, a new Private Education Act was enacted in Singapore.

The Act, managed by the Committee for Private Education, has brought about changes that have impacted private schools in Singapore. GIGIS is registered with the CPE under the Enhanced Registration Framework and has also secured 'Four Years REGISTRATION' from CPE. For more information, please visit the Committee for Private Education (CPE) website at [www.cpe.gov.sg](http://www.cpe.gov.sg).

## 25 Standard Student Contract (Sample)

### **PART A – PRIVATE EDUCATION INSTITUTION – STUDENT CONTRACT**

**FORM 12  
PRIVATE EDUCATION ACT  
(No. 21 of 2009)  
PRIVATE EDUCATION REGULATIONS  
ADVISORY NOTE TO STUDENTS**

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the Private Education Institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the Terms and Conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

*This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.*

I, \_\_\_\_\_  
(Name of Parent/ Guardian) (NRIC/Passport Number)

Have read and understood this advisory note before signing the Student Contract

For myself/ my ward\*\*  
\_\_\_\_\_  
(Name of Child) (NRIC/Passport Number)

with **G I G International School Pte Ltd.**  
(Name of PEI)

\_\_\_\_\_  
Signature of Parent

*\*Please delete whichever is inapplicable.*

### PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian.

This Contract is made between:

- (1) Registered Name of PEI : G I G International School Pte Ltd  
Registration Number : 201000716D
- (2) Full Name of Student : \_\_\_\_\_  
(as in NRIC for Singapore Citizen (SC) and Permanent Resident (PR) / as in passport for international student)\*  
NRIC Number (for SC/PR)\* : \_\_\_\_\_



Student's Pass Number (if available)/  
 Passport Number (for international student)\* : \_\_\_\_\_

(3) Full Name of Parent/Legal Guardian\*  
 (if Student is under eighteen (18) years of age) : \_\_\_\_\_  
 NRIC/Passport Number\* : \_\_\_\_\_

\* Delete as appropriate by striking through.

Where non-applicable, put "N.A.". Leave no fields blank.

State all dates in the format of DD/MM/YYYY.

## 1. COURSE INFORMATION AND FEES

1. The PEI will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
1. The PEI confirms that the Course has been permitted by the Committee for Private Education (CPE) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
1. The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
1. The PEI considers payment made 3 days/month\* after the scheduled due date(s) in Schedule B as late. The PEI will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course/module completion (if applicable).

## 2. REFUND POLICY

### 2.1 Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

### 2.2 Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

**2.3 Refund During Cooling-Off Period:**

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

**3. ADDITIONAL INFORMATION**

- 3.1 The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2 If any part of this Contract is not valid for any reason under the law of Singapore, this will not affect any other part of this Contract.
- 3.3 If the Student and the PEI cannot settle a dispute using the way arranged by the PEI, the Student and the PEI may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4 All information given by the Student to the PEI will not be given by the PEI to anyone else, unless the Student signs in writing that he agrees or unless the PEI is allowed to give the information by law.
- 3.5 If there is any other agreement between the PEI and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6 If the Student or the PEI does not exercise or delay exercising any right granted by this Contract, the Student and the PEI will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7 If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

**SCHEDULE A  
COURSE DETAILS**

*Note: The information provided below should be the same as that submitted to the CPE.*

1) Course Title	Class ____
2) Course Duration (in months)	12
3) Full-time or Part-time Course	Full Time
4) Course Commencement Date	
5) Course Completion Date	

6) Date of Commencement of Studies if later than Course Commencement Date <i>Note: "N.A." if both dates are the same</i>	
7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	
8) Organisation which develops the Course	G I G International School
9) Organisation which awards/ confers the qualification	G I G International School
10) Course entry requirement(s)	1.
11) Course schedule with modules and/or subjects	
12) Scheduled holidays (public and school) and/or semester/term break for course	
13) Examination and/or other assessment period	
14) Expected examination results release date	
15) Expected award conferment date	

**SCHEDULE B**  
**COURSE FEES**

Registration: 100% discount on Registration fee

Administrative Charges: \$250 + GST

**Classes 1 to 2**

Total monthly fee: \*\$970.70 per month + GST

**Classes 3 to 5**

Total monthly fee: \*\$1082 per month + GST

**Classes 6 to 8 (Cambridge Secondary)**

Total monthly fee: \$1192 per month + GST

**Class 9 to 10 (IGCSE)**

Total monthly fee: \$1425 per month + GST

**The monthly fee is inclusive:**

Tuition Fee, Activity Fee, Student welfare Fee, Resource Fee, Technology Fee, CCAs, ECAs, and celebrations

Fee to be collected every two (2) months in advance.

Books: Approximate cost of notebooks and textbooks per set \$250 - \$1000 for classes 1 to 10

\*For more details on fee please get in touch with the admissions team.

- Payment schedule: Six terms per annum: April, June, August, October, December & February
- Payments can be made by NETS, Cash or Cheque.
- GST @ 9% applicable for all fees payable.
- Late Fee / Administration Fee per Week: \$50. For all fees payable, GIGIS permits a maximum of 3 days' delay from the scheduled due date as stated in the Standard Student Contract. Thereafter, a Late Fee will be charged.
- If late payment is received within 7 days after the due date, Late Fee chargeable is \$50. After 7 days from the scheduled date of payment, an additional \$50 per week is chargeable.

<b>Fees Breakdown</b>	<b>Fees Payable (without GST) (S\$)</b>	<b>Sibling Subsidy* (without GST) (S\$)</b>	<b>Total Fees (with GST) (S\$)</b>
<i>Note: show full breakdown of total payable course fees on a monthly basis</i>			
Tuition Fee	\$630.70	\$0.00	\$687.46
Activity Fee and School Event Fee	\$50.00	\$0.00	\$54.50
Student Welfare Fee	\$25.00	\$0.00	\$27.25
Resource Fee	\$135.00	\$0.00	\$147.15
Technology Fee	\$130.00	\$0.00	\$141.70

		\$	
<b>Total Course Fees Payable: Per month</b>	<b>\$970.70</b>	<b>\$0.00</b>	<b>\$1058.06</b>
No. of Instalment/s	6		

\*Sibling Subsidy 25% on Tuition Fees

### INSTALMENT SCHEDULE

Instalment <sup>1</sup> Schedule	Amount (with GST) (S\$)	Date Due <sup>2</sup>
● 1 <sup>st</sup> Instalment (April & May 2024)	\$1058.06	05/03/2024
● 2 <sup>nd</sup> Instalment (June & July 2024)	\$1058.06	05/05/2024
● 3 <sup>rd</sup> Instalment (Aug & Sep 2024)	\$1058.06	05/07/2024
● 4 <sup>th</sup> Instalment (Oct & Nov 2024)	\$1058.06	05/09/2024
● 5 <sup>th</sup> Instalment (Dec 2024 & Jan 2025)	\$1058.06	05/11/2024
● 6 <sup>th</sup> Instalment (Feb 2025 & Mar 2025)	\$1058.06	05/01/2024
<b>Total Course Fees Payable:</b>	<b>\$6348.36</b>	

- Each instalment amount shall not exceed the following:
  - 12 months' worth of fees for EduTrust certified PEIs\*; or
  - 6 months' worth of fees for non-EduTrust-certified PEIs with Industry-Wide Course Fee Insurance Scheme (IWC)\*; or
  - 2 months' worth of fees for non-EduTrust-certified PEIs without IWC\*.
- Each instalment after the first shall be collected within one week before the next payment scheduled.

### SCHEDULE C MISCELLANEOUS FEES<sup>3</sup>

Purpose of Fee	Amount (without GST, if any) (S\$)	Frequency
<i>Examples include late payment fees, replacement of student ID, re-taking examinations</i>		
1. Bus Zone I (up to 4km)	\$270	Per month
2. Bus Zone I (above 4km to 8km)	\$270	Per month
3. Bus Zone III (above 8km to 10km)	\$270	Per month
4. Bus Zone IV (above 10km)	\$270	Per month

5. Club Fees	\$300	Per instance
6. Event Costumes	\$75	Per instance
7. Camps & Workshops Activities	\$150	Per instance
8. Class/Graduation Photo	\$10	Per instance
9. Annual Day CD	\$10	Per instance
10. Competition & Cultural Activities Fee	\$100	Per instance
11. Late Payment Charges	\$100	Per instance

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises

**SCHEDULE D**  
**REFUND TABLE**

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[75%]	more than [30] days before the Course Commencement Date
[50%]	before, but not more than [7] days before the Course Commencement Date
[0%]	after, but not more than [7] days after the Course Commencement Date
[0%]	more than [7] days after the Course Commencement Date

---

The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the PEI

For:

\_\_\_\_\_  
 Authorised Signatory of the PEI  
 Name: Mr BK Arun

\_\_\_\_\_  
 Seal of PEI

Date: \_\_\_\_\_

\_\_\_\_\_  
 SIGNED by the Student

\_\_\_\_\_  
 SIGNED by the Student's parent or legal guardian (if the student is under eighteen (18) years of age)

\_\_\_\_\_  
 Name of Child

\_\_\_\_\_  
 Name of Parent/ Legal Guardian:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**PART B – Declaration for Re-enrolment, Citizenship and Immigration**

I / We \_\_\_\_\_

(Name of Parent/ Guardian)

\_\_\_\_\_

(Name of Child)

enrolled in **G I G International School Pte Ltd** hereby state that:

1. I / We have read and understood the guidelines for Singapore Citizens issued by the Ministry of Education (the “MOE”) which are as follows:

**Admission of Singapore Citizen or Foreign Students and Singapore Permanent Residents who attain Singapore Citizenship**

Singapore Citizens are exempted from seeking MOE’s approval to study at the foreign system school’s Kindergarten / Pre-School.

Singapore Citizens who are enrolled in Kindergarten / Pre-School are not guaranteed continue admission to Grade / Standard / Class 1 and are required to seek prior MOE approval for continuing education in GIGIS.

**Singapore Citizens below 6 years:**

All Singapore Citizens who will be age appropriate for the MOE School Primary 1 registration exercise should participate in the P1 registration process. This is to ensure that these children continue their education in the national schools, if their application to study at GIGIS is not approved by MOE.

All Singapore Citizen children, who are age appropriate for MOE School Primary 1 and have not obtained MOE approval to continue their study in GIGIS will be required to study in the MOE schools no later than the start of the respective MOE Primary Year 1 academic year.

**Singapore Citizens above 6 years:**

Parents of GIGIS students who become Singapore Citizen after they have achieved 6 years age, are exempted from MOE approval for continuing their education in GIGIS. However, parents of such students are required to comply with the requirements specified in Point 4 below and seek a written approval from the GIGIS Admissions Department confirming the promotion / re-admission in the next grade.



2. I / We understand that, **G I G International School Pte Ltd** has granted admission to     Class     subject to the following Terms and Conditions.

- i. That my child holds a non-Singapore Citizenship OR is a Singapore Citizen authorised by the Ministry of Education as per clause “1” above, to study at GIGIS and
- ii. That my child is eligible for a promotion to next grade and / or satisfies the re-enrolment criteria as established by the school, and
- iii. That I / We have read the School Terms and Conditions, School Policies and the Student Handbook and that I / We agree to comply, and shall ensure that my / our child also complies with the afore-mentioned terms, and
- iv. That my child has not violated laws of any country or is facing any trial in any court or is convicted of any offence(s).

3. As on the date of signing this document, I / We declare that

\_\_\_\_\_

*(Name of Child)*

has following nationality and immigration details:

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Immigration Status: \_\_\_\_\_

NRIC / FIN Number: \_\_\_\_\_

4. I / We agree that at any time our child is granted and accepts a Singapore Citizenship, then within 7 (seven) working days from date of such acceptance, I / We agree to do the following:

- i. Apply for MOE approval through the GIGIS Admissions Department, applicability to be determined as per Clause 1, where applicable,

- ii. Update the student particulars in profile and submit the new passport and immigration documents / Ministry letters if any to school office, and seek acknowledgment of changed profile by the class teacher,
  - iii. Get a written confirmation from the GIGIS Admissions Department ([admissions@gigis.edu.sg](mailto:admissions@gigis.edu.sg)) that the child is exempted from MOE approval and the child can continue his/her education at GIGIS,
  - iv. Generate a new student e-contract with revised nationality and immigration status and inform the class teacher by written email if the student contract could not be generated / completed for any reason(s).
5. I / We agree and fully understand that in the event we fail to perform and comply with steps mentioned in Clause “4” above, then it would be deemed as a breach of School’s Terms and Conditions.
6. I / We represent that all the information and details mentioned in the student profile of my / our child is correct and valid as on the date of signing of this Declaration, I / We agree and undertake that I / We shall ensure that the student profile of my / our child is updated with latest, correct and valid particulars at all times during the time my / our child is enrolled with GIGIS. In case any of the particulars of the student profile of my child are changed, including but not limited to change in the immigration status of my child from Dependent Pass Holder to Permanent Resident, I shall update the latest details on the student profile within seven (7) days of such change becoming effective.
7. I / We agree that the school may be asked to share student particulars with the Ministry of Education or any other relevant authority in case of an enquiry or as a matter of routine administrative procedure in accordance with the applicable laws.
8. I / We understand that suppression of facts or furnishing misleading / false information or failure to provide updated information as required under this Declaration may result in cancellation / termination of admission from the School and the School may exercise other rights and seek remedies as may be available under law at my / our cost and liability.
9. I / We \_\_\_\_\_  
*(Name of Parent/ Guardian)*  
certify that the information provided in this declaration is true and complete.

Signed by (Parent/ Guardian) \_\_\_\_\_

on \_\_\_\_\_ (date) \_\_\_\_\_ (time) from \_\_\_\_\_

(IP address)

Father's Name: \_\_\_\_\_

IC No.: \_\_\_\_\_

Passport No.: \_\_\_\_\_

**LATE COURSE COMMENCEMENT**

I have been informed by the Admissions Team and I am aware that the course I am enrolling for in G I G International School has commenced prior to my becoming a student in the school.

I acknowledge and agree to be enrolled for the course that has already commenced on the Course Commencement Date mentioned in the student contract.

\_\_\_\_\_  
SIGNED by the Student\_\_\_\_\_  
Signed by the Student's Parent/  
Legal Guardian  
*(If student is under eighteen (18) years of age)*\_\_\_\_\_  
Name of Student:\_\_\_\_\_  
Name of Parent / Legal Guardian:\_\_\_\_\_  
Date:\_\_\_\_\_  
NRIC / Passport No.:

: